

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
November 23, 2010**

PI- 10-26

TO: Regional Supervisors
Directors, County Social Services
Division of Juvenile Services
Chafee Independent Living Program
Partnerships Program
Tribal Social Services

FROM: Kelsey Bless, Independent Living Administrator

SUBJECT: Foster Care Independence Act of 1999:
National Youth in Transition Database (NYTD)

PROGRAMS: Foster Care Independent Living, 624-10

RETENTION: Until Manualized

A new requirement has been added to the Foster Care Independence Act of 1999 (PL 106-169) as incorporated into the Social Security Act at section 477. The new regulation, National Youth in Transition Database (NYTD), is found at 45 CFR 1356.80 and requires States to collect and report data on all youth who are receiving independent living services as well as outcomes data on foster care youth. States must begin recording data for NYTD effective October 1, 2010. If compliance is not achieved it will result in a federal monetary sanction.

North Dakota did wait to inform the field of this new requirement until a formal compliance process was established and FRAME access was made available for data entry. As of December 1, 2010 you will notice new sections under the FRAME Case Management tab.

Please enter this required data:

1. Independent Living Services

- a. Staff Required** = Foster care case managers, Division of Juvenile Services case managers, Partnerships care coordinators, and Chafee independent living coordinators who work with youth ages 14 to 23 established within our FRAME system. Majority of the data entered will represent youth ages sixteen to nineteen, however the age range allows for a full representation of activity assisting youth up to age 23.
- b. Staff Duplication** = All professionals working with youth ages 14 to 23 are required to enter caseload independent living services provided. It is possible that one youth may have more than one professional staff providing education or training on independent living services, this is appropriate as we understand independent living is not taught in one visit by one worker, it is a collaborative effort.

- c. **Work Load** = Staff are to enter into FRAME, the independent living service categories and date the service was provided each time you discuss, train, or educate on one of these services with youth.
- d. **Timeline** = This requirement was effective October 1, 2010. Please think back to your caseload activity from October and November and enter any independent living services provided during that time. Continue to enter this required data ongoing.
- e. See attached **NYTD Handbook** for further clarification.

2. NYTD Survey

- a. **Staff** = Foster care case managers
- b. **Work Load** = Administer the NYTD survey to foster care youth who turn age 17 between Oct 1, 2010 – September 30, 2011. This survey must be completed within 45 days after the youth's 1^{7th} birthday.
- c. **Administering** = Foster care case managers working with youth who are age 17 this fiscal year will receive an email from Kelsey Bless, Independent Living Administrator (kmbless@nd.gov) about how to administer the survey and provide the survey incentive.
- d. **Future Work Load**= This group of youth who turn age 17 between October 1, 2010 – September 30, 2011 must be resurveyed again at ages 19 and 21. If they remain in foster care, case managers will be asked to administer the survey. If they no longer remain in care, the independent living coordinator (if applicable) will administer the survey. If the youth is not active in either program, the CFS Independent Living Administer will identify staff to administer the NYTD survey.
- e. **Survey Longevity**= All 17 year olds in foster care will be surveyed in FFY 2011 (Oct 1, 2010 – Sept 30, 2011). North Dakota is not required to survey 17 year old foster care youth again until FFY 2014 (October 1, 2013- September 30, 2014), a three year rotation.
- f. See attached **NYTD Handbook** for further clarification.

If you have any questions, please contact Kelsey Bless at 328-4934, Independent Living Administrator at the Department of Human Services; Children and Family Services.

Attachments:

- **NYTD Handbook**